



Office of the Vice President for Finance and Administration
Campus Planning and Facilities
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REQUEST FOR QUALIFICATIONS

December 5, 2012

TO: ARCHITECTS

FROM: Jill Fedigan, Capital Educational Facilities Planner

SUBJECT: CPF PROJECT NO. 13-002

Feasibility Study, Athletics/Kinesiology Multi-Use Facility
Boise State University
Boise, Idaho

Submittals will be received at the office of Campus Planning and Facilities, 1910 University Drive, Boise, ID 83725-1290, until **January 11, 2013**, 5pm., for furnishing feasibility and conceptual planning services to Boise State University.

Questions that arise as a result of this Request For Qualifications should be addressed to:

Capital Planning
Boise State University
1910 University Drive
Boise, ID 83725-1290

Program clarification and additional data may be requested by email only, to Capital Planning, Boise State University, capitalplanning@boisestate.edu.

The project will be funded by university funds. Boise State University will administer the project according to the terms and conditions of the award and State laws and guidelines.

DESCRIPTION OF PROJECT

The university is examining the potential benefits of physically co-locating several disciplines already in existence on campus. This multi-path investigation will take a comprehensive look at the current and future synergy of Athletics, Kinesiology, and possible private partnerships within the community. This study will include a facility condition survey of the existing Kinesiology building and Kinesiology Annex building and will study the cost benefits and feasibility of either renovation or new construction to support the co-location of these disciplines. It will also include an investigation into other possible campus locations that could support this potential co-location and will provide preliminary conceptual planning of a renovated or newly constructed facility or facilities that could house physical activity spaces such as athletic training, and competition space, lecture space, research space, teaching space, and communal space for faculty, staff and student interaction.

REQUIRED SERVICES

The University is requesting submittals for a comprehensive feasibility assessment and conceptual planning exercise with an orientation toward both efficiency and innovation. A primary concern of the programming activity is to determine the appropriate building size (whether it be new construction or renovation) and budget to adequately address current and future program needs. Conceptual renderings of exterior/interior spaces will also be required. The work is primarily a feasibility study and conceptual planning effort and will therefore focus on programming and design approaches only as necessary to develop realistic cost expectations. A separate RFQ will be issued for complete programmatic services for the building project upon completion of the feasibility study and subject to future availability of funds.

A total project budget of \$80,000 has been established to include fees, contingencies and tests.

Any proposing Architect shall be licensed to practice architecture in the State of Idaho.

A conceptual construction cost estimate and project duration estimate will be required.

The Consultant/Architect will be responsible for existing building shell and systems assessment and development of options for either renovation or new construction to support both athletic and academic needs including conceptual renderings of exterior/interior spaces.

The Architect shall keep in mind that code compliance, energy efficiency, and building maintenance concerns should be incorporated as appropriate into the conceptual planning.

The Architect will be required to meet monthly with the Capital Educational Facilities Planner for the purpose of providing a verbal report regarding the previous month's progress. Such monthly meetings will show funds expended in the completion of the project and specific accomplishments related to the completion of the project.

The Architect shall produce the following major written products for review by Boise State University.

1. A preliminary report to Boise State University with options for both renovation and new construction.
2. A recommended project budget for each option.
3. A final report with recommendations to Boise State University for any additional input and final acceptance including conceptual renderings of exterior/interior spaces.

QUALIFICATION STATEMENT CONTENT

- A. **Basic Qualifications:** Provide basic data relative to firm's size, history, personnel, special expertise and general credits which indicates the Architect's and Consultant's capability to provide creative, functional, flexible, and technologically sound feasibility assessments and conceptual planning. Individual resumes, awards, associations, etc., may be included. Office brochures should be submitted separately as supplemental data.

Boise State University reserves the right to investigate and confirm the candidate's financial responsibility. This may include financial statements, bank references and interviews with past consultants, employees and creditors. Unfavorable responses to these investigations are grounds for rejection of proposal.

- B. **Specific Qualifications:** List the team expected to accomplish this work including anticipated consultants. Describe who will perform the various tasks, the amount of their involvement and responsibilities, and give their qualifications. Provide a list of at least five (5) projects, with brief descriptions, which demonstrate the team's experience in the successful feasibility assessments and conceptual planning of flexible university, institutional, or corporate facilities aimed at athletics and kinesiology education.
- C. **Approach to Project:** Include a statement of your approach to this specific project, including design philosophy, understanding of assessment outcomes, alternative concepts and methods for consideration. Limit to two pages.
- D. **Past Performance:** The Architect and Consultants should demonstrate how their innovations in feasibility studies and conceptual planning of other projects have resulted in cost-effective, yet state-of-the-art facilities. Submit reference letters from prior clients or client representatives. Letters from projects listed in item B are preferable. In addition, past performance comments may be obtained from those involved in past projects referenced in Item B.
- E. **Examples of Work:** Preliminary reports, final reports, renderings, photographs, preliminary drawings, working drawings and specifications may be submitted as examples of your work. For Architects who have done work with Boise State University in the past three years, a reference to the project or projects will be sufficient in lieu of examples.
- F. **Special Requirements:** Provide information regarding specific involvement with this project or a special expertise in this type of project. Examples are: design of original building or phase, preliminary studies or programming of this project, special training or experience in this type of building.
- G. **Format:** To assist evaluation it is desirable to format the submittal similar to the headings listed above. The submittals should be clear and to the point. Emphasis should be placed on specific qualifications of the people to actually perform the project and the approach to designing this specific project. Performance on past projects with Boise State University and other clients is a highly important factor.

Submit seven (7) hard copies of the submittal and one (1) electronic copy.

EVALUATION

An evaluation committee consisting of persons from Boise State University, and an independent architect/engineer will rank the submittals, and at least three (3), but not more than five (5) firms may be selected for personal interviews.

After interviewing the selected candidates, the evaluation committee will re-rank the firms to determine the final point score.

PROPOSED DATES:

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| Receive Submittal | January 11, 2013 |
| Oral Interviews | February 4-8, 2013 |
| Negotiate Contract | February 11-22, 2013 |
| Preliminary Report | June 2013 |
| Final Report | August, 2013 |

SELECTION

Upon selection of a firm, Boise State University will issue a letter of intent. However, final award is contingent upon the successful negotiation of an Agreement.

The contents of the submittal may be used in a legal contract or agreement. Candidates should be aware that methods and procedures could become contractual obligations. The successful firm will be required to sign an agreement including Boise State University's standard terms, including a requirement to carry and maintain a minimum of \$1,000,000 professional liability insurance coverage, except in special circumstances.

Boise State University reserves the right to reject any or all submittals received as a result of this request.

Boise State University may also negotiate separately with any source in any manner necessary to serve the best interests of Boise State University. Awards will be made on the basis of submittals resulting from this request and subsequent interviews.

END